

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans

Classification: **Accounting Administrator I Supervisor (Salary: \$5079 - \$6127)**
Permanent - Full Time

Location: Department of Veterans Affairs
CDVA Accounting Office
1227 O Street
Sacramento, CA 95814

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and Responsibilities:

Under supervision of the Accounting Administrator II, plans, organizes and directs the activities of the general ledger unit and cashiering operations. Incumbent responsible for the coordination and supervision of the external/internal reporting function and primary liaison for the annual audit as well as audits by Department of Finance and Bureau of state Audits.

- Plan, organize, and direct the activities of the general ledger unit and cashiering operation, including specialized bond tracking, loan activity, payroll and accounts receivable, and investment accounting. Maintain an effective system of internal controls and develop policy, procedures, and work standards to ensure organizational efficiency and integrity of data. Oversee preparation of financial statements and verify accuracy; review and ensure timeliness of reconciliations for all funds. Oversee activity in the program's guaranteed investment contracts and ensure timely transfers of cash and investments on a monthly basis as required for various bond sale closings.
- Analyze financial data presented in fiscal reports (budget reports, cash flow reports, published financial statements, fund condition statements) for accuracy, trends, organizational impact and cash availability. Provide consultation to division managers, headquarter and district office staff relating to the accounting of funds, budget expenditures, cashiering issues, and accounting related loan issues.
- Serve as the Department's primary liaison for the annual audit by independent accounting firms, as well as audits by the Department of Finance and Bureau of State Audits. Develop reports and provide financial data as requested by insurance risk management consultants, actuaries, bond counsel, and our quantitative consultant, upon request.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814

Attn: Vicki Jukich Ref: M80#077 08/09

Inquiries:

Voice: (916) 653-2535

TDD: (916) 653-1966

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Reemployment or Reinstatement and include M80 # 077 08/09. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO 831-461-4549-001 RELEASED: 10.31.08